

The form is available in email format from Jan Avery at [jan.avery@mctx.org](mailto:jan.avery@mctx.org).

Thank you for your cooperation.

**General Rules for Posting of Bail Bonds:**

1. Information filled in by the surety must be typed or legibly handwritten.
2. No misspellings.
3. All dollar amounts must be spelled out. No numerals allowed.
4. No abbreviations, i.e., “CCL” for “County Court at Law”, with the following exceptions:
  - a. “Jr.” for “Junior”.
  - b. “Sr.” for “Senior”.
  - c. “N.” for “North”.
  - d. “E.” for “East”.
  - e. “S.” for “South”.
  - f. “W.” for “West”.
  - g. “d/b/a” for “doing business as”.
  - h. “DBA” for “doing business as”.
  - i. “dba” for “doing business as”.
  - j. “P.O.” for “post office”.
  - k. “F.M.” for “farm to market”.
  - l. “a.m.” to indicate time.
  - m. “p.m.” to indicate time.
  - n. “TX” for “Texas”.
  - o. “Ins.” for “Insurance”.
  - p. “Co.” for “Company”.
  - q. “Inc.” for “Incorporated”.

NO OTHER ABBREVIATIONS, SUCH AS FOR DAY AND MONTH, ARE

ACCEPTABLE FOR ANY ITEM COMPLETED BY THE SURETY REPRESENTATIVE/AGENT.

5. Court numbers may be numerals; no need to spell out.
6. Central Jail Records will not fill out anything on the bond before it is accepted. This must be done by the surety representative/agent. Certain items, such as aliases, may be added to the bond after acceptance. These items are listed within these policies and procedures.

What is required on bond:

Check or mark with an "X" the applicable type of bond.

Defendant's full name. This name must match the full name on the computer at Central Jail Records.

Surety's name. If the person posting the bond is an agent for a surety company, then fill in the surety company's name in this space.

Surety's address. If the person posting the bond is an agent for a surety company, then fill in the surety company's address in this space.

Surety's agent's name, if applicable.

Surety's agent's address, if applicable.

Surety/Agent business name. This is the d/b/a for the surety or the agent of a surety company, i.e., if the person posting the bond is an agent for a surety company, then fill in the d/b/a used by that person.

Surety/Agent telephone number. This is the telephone number for the surety or the agent of a surety company, i.e., if the person posting the bond is an agent for a surety company, then fill in the telephone number used by that person.

*NOTE FOR 7c-7h: Stamps are acceptable.*

Month, date and year of bond posting. Month must be spelled out, no abbreviations. Numerals required for date and year.

Dollar amount of bond. Numerals are acceptable. NO corrections may be made to this item. A new bond is necessary for posting if the dollar amount (value) of the bond must be corrected.

Specific court in which Defendant is to appear. No abbreviations in type of court, but may use numerals for court number. Acceptable court type:

(1) District

(2) County

(3) Municipal; or

(4) Justice.

Name of offense for which bond is being posted. Spell out completely. No abbreviations. No misspellings.

Type of offense, either felony or misdemeanor.

Check or mark with an "X", whichever is applicable.

Fill in only if “Warrant Number” is checked or marker. Numerals are acceptable.

Name of county in which Defendant’s charges are pending.

City in which the specific court listed in 7m. is located + “Texas” or “TX”.

(1) County or district court – “Conroe” (if this is an out-of-county bond, put in correct location name).

(2) Municipal – Specific city’s name.

(3) Justice of the Peace – Location city’s name.

Month, date, year and time of court appearance, if assigned. No abbreviations for month. Numerals are acceptable for date, year, and time.

*NOTE FOR 7r: The month, date and year of court appearance may be given to you as “contact court within 10 days” depending on the court. If this is the case, then fill in this item with “Contact court within 10 days.”*

Surety’s signature. This is the only place on the bond where the surety must place his or her signature. Sign your regular signature – if it is cursive or printed. As of the December 6, 2011 meeting of the Bail Bond Board stamps are acceptable for the Surety/Agent’s signature.

Surety’s name.

Surety’s Business name.

*NOTE FOR 7t and 7u.: Stamps are acceptable for these two items.*

County of residence of surety. County must be in Texas.

Surety’s name and business name. Stamps are acceptable for this item.

Dollar amount equal to double the bond amount. Spell out the dollar amount.

No numerals.

***NOTARIZATION IS REQUIRED FOR BONDS POSTED BY ATTORNEYS,  
BUT NOT THOSE POSTED BY LICENSED SURETIES.***

### **Rules for Acceptance of Bonds**

1. When you bring a bond to post, we will check our clip board to see if any other bonds have been posted for the same defendant. If a bond has not been posted, we will accept yours. If a bond has been posted, we will not accept yours.
2. Central Jail Records will not fill out any information on the bond before it is accepted.
3. Corrections may be made at the Central Jail Records window, by the surety representative/agent. These corrections must be initialed by the person making them. The only correction which may not be made at the Central Jail Records window or in the Criminal Justice Center is as to the dollar amount (value) of the bond. An entirely

new bond is necessary if the dollar amount (value) of the bond must be corrected. First come, first served. Only corrections may be made at the window – you may not start filling out your bond while standing at the window.

4. If a bail bond has a mistake and we discover that mistake between 6:00 p.m. and 8:00 a.m. of the next day, we will notify you of the correction. It is not necessary for you to come to the jail to make corrections between 6 p.m. and 8 a.m. You may come to Central Jail Records between 8:00 a.m. and 5:00 p.m. the next day to make corrections to the bond. For example, if you post a bond at 5:30 p.m. on Monday, and we find a mistake at 9 p.m. that Monday night, you may come in between 8:00 a.m. and 5:00 p.m. on Tuesday morning to correct it. You must initial all corrections. We will not make any corrections for you.
5. If you send a non-surety representative/agent, such as a family member of the defendant or some other non-employee of your bonding company, and we find a mistake before accepting the bond, we will circle the mistake in red and send the bond back to the surety for a new corrected bond. ONLY surety representatives/agents may make corrections at the Criminal Justice Center.
6. The surety representative/agent may not leave the bonding window until the bond has been accepted or denied.